

JOB DESCRIPTION

Number of Positions: 1

Job Title: Project Coordinator cum Documentation officer

Project Name: Resource Cell for Juvenile Justice.

Report to: Project Director / Head.

Location: TISS, Mumbai, Maharashtra.

Contract Duration: 12 Months (Extendable based on performance and project requirement)

About the Organization:

Resource Cell for Juvenile Justice (RCJJ) is a Field Action Project (FAP) of the Centre for Criminology and Justice (CCJ), School of Social Work (SSW), TISS. It works on issues related to child rights and juvenile justice within the larger theme of "Access to Justice for Children," with a special focus on Children in Conflict with Law (CCL). For more details, please visit <https://tiss.edu/view/11/projects/all-projects/resource-cell-for-juvenile-justice/>

What you will be doing:

- Annual planning, budgeting, monitoring and reporting of key projects and synergies in alignment with RCJJ vision and mission.
- Provide support, information, and guidance to Partner NGO's
- Monitoring and follow ups with the Partners/Associates.
- Assist in organizing workshops, training, conferences and advocacy events,
- Network with multiple stakeholders and Service Delivery Systems within Criminal and Juvenile Justice Systems.
- Research & Documentation.
- Coordination and collaboration with government departments and funding agencies to ensure effective implementation
- Write reports and maintain records to the requirements of the agency.
- Advocacy and Policy level work.
- Prepare project proposals, annual reports, quarterly reports, and research papers on various topics as per the organizational need.
- Maintaining records, preparing periodic physical and financial progress and reports for updates
- Developing and publishing case studies /reports/communications on an ongoing basis.
- Any other responsibilities assigned by the organization.

Your Profile

- Masters in relevant discipline. (experience in social work / Law / development, NGO administration, or linked sectors will be desirable)
- Preferably 3-5 years of experience in program coordination, documentation, case management, and research, preferably within the juvenile justice or child protection sector. documentation of reports, case studies, and research.

- Understanding and knowledge of Child Protection Laws will be added advantage.
- Good in communication and liasioning.
- Proficiency in reading and writing Marathi, Hindi, is essential.
- Proficiency in reading and writing English is very essential. Strong in written and oral communication.
- Experience in developing IEC material.
- Willingness to travel across districts in Maharashtra.
- Computer knowledge including Microsoft Word, Excel, PowerPoint and Canva.
- Experience in Research.
- Project management skills.

What we offer:

In addition to a monthly salary of Rs. 45,000/-

- Actual field travel and communication expenses.
- Health insurance
- Opportunity to take part in comprehensive training to enhance personal/professional growth and development.

How to Apply:

Fill in the google form <https://forms.gle/fH6FRKGrosAu4a1u7> by the 15th of February 2025. Due to the anticipated volume of applications, we will only be able to contact those candidates who are being shortlisted for the recruitment process.